

**IT Compensation and Classification Workgroup**  
**Friday, December 10, 1999**  
**Meeting Minutes**

**Members present:** Linda Harber, Patti Higgins, Pat Jackson, Debbie Mincarelli, Greg Noland, Andy Poarch, Rick Pugh, Bob Weaver, and Marcia Webb.

**Members absent:** Ann Genovese, Jim Peters, Naseem Reza, and Debra Sandy.

Linda Harber, Chair, welcomed members and set direction for this meeting.

## **Update**

1. Andy Poarch updated the group on the recent Governor's Commission meeting he attended.
2. Andy also reported that a group, similar to the Broughton Systems, is interested in participating in an IT training pilot. He may arrange a presentation with this group at a January or February workgroup meeting.
3. Linda introduced Phil Mason, Vice President of Capital One, who was invited to speak in follow-up to an earlier presentation by Broughton Systems. Broughton Systems helped Capital One develop its "Quick Start" program, and later Capital One developed the "IT University." "Quick Start" is an intense training program for new and current employees that provides a smooth transition for graduates to start work immediately where the need is greatest in the company. In addition, Mr. Mason reviewed the process for evaluating employees with peer input and how the employee development plan helps to determine technical competencies and promotion through the tiers at Capital One. Capital One provides \$50 to each employee every quarter for recreational and support activities.

## **DPT Classification Training Update**

1. DPT continues to work one-on-one with participating agencies; some agencies still are concerned about details for allocating monies to fund the program.
2. DPT shared some issues with agencies classifying positions under the new proposal; DPT suggested a review process and this workgroup's support in auditing submissions. Andy responded that this workgroup has latitude in conducting post-audits. The workgroup supports the concept of post-audits.
3. The Department of Accounts has expressed interest in participating in the IT Classification proposal.
4. The workgroup agreed that additional agencies could participate in the new proposal if they attend related training and follow the process.
5. Publicity and training materials should go out in advance — sometime in January/February — of the meeting planned for all remaining agencies.

## **Next Meetings**

1. The next workgroup meeting is scheduled for Friday, January 14, 2000, at 10 a.m., in the Lindsey House conference room. Agenda items for this meeting will include (1) DPT classification update and next training and (2) IT training direction.
2. Future workgroup meetings will be held at 10 a.m. in the Lindsey House conference room on these dates:
  - Friday, February 11, 2000
  - Friday, March 10, 2000

The meeting adjourned at 11:30 a.m.

Respectfully submitted,  
Cheri Stickels  
VCU Human Resources